

Keeping Safe on the Job

Quick reference guide



What does keeping safe mean to us at Prominent Hill?

Safety is everything when it comes to a job as challenging as working on a mine site. We genuinely care about you, and that's why it's crucial to prioritise your safety in all aspects of your job.

At Prominent Hill we aim to create a secure, safe and caring environment where you can focus on your work and return home safely to your loved ones. You're important to us; we put our people first always, in all ways.



How do I make sure my team and I are safe before starting work?

Before starting any job, we need to face risks head-on as a team. We do this by checking that we're all fit for work and by openly communicating any risks or concerns before we get stuck in.



What does 'fit for work' mean?

Being fit for work means that you're physically and mentally ready to perform the task in front of you. It involves:

- ensuring you are physically fit to work; this includes when flying to the site
- ensuring you are well rested and not fatigued when you show up for work
- looking after your psychological health by contacting our Employee Assistance Program, talking with your supervisor or contacting the site medical centre
- ensuring you are not under the influence of drugs or alcohol.



Remember, it's always ok to put your hand up and say you're unfit for work. At Prominent Hill we're here to support you and provide guidance to make sure you're safe to return to work.



What if I don't feel fit for work?

If you or anyone in your crew are not fit for work, let your supervisor know as soon as practicable. Remember to also talk to the onsite nurse or ESO (Emergency Service Officer) if you're not feeling well onsite.



What if I start a new prescription medication?

If you take any prescription medications outside of what you declared at your pre-employment medical, please tell your supervisor and the site medics.



Why is being under the influence of drugs and alcohol considered unfit for work?

Good question! Coordination, motor control, alertness and the ability to exercise judgement can become affected by alcohol and drug use. These safety risks are greater where people operate machinery, drive vehicles or plant, or rely on concentration to do their work. Sound familiar? A mine site has all these present, making drugs and alcohol a significant risk to your and your team's safety.



Will I be tested to ensure I'm fit for work?

Yes. We require daily breath-analysis testing from all site workers pre-shift. You must return a 0.00 breath-alcohol content reading to work.

There are also regular random drug and alcohol tests in addition to the breath-alcohol requirements. Your supervisor will notify you if you have been randomly selected and you are to attend the medical centre for testing. Failing an illicit drug test is immediate termination.

Additionally, if we suspect something isn't right, we may nominate you for a drug and alcohol test at any time. Failure to comply with any testing requirements is considered a positive test.



How do I let my supervisor know?

Sharing that you are unfit for work may feel intimidating, but your supervisor is here to look after you and your safety. Here are some pointers for starting this important conversation:

"I need to let you know I am not feeling well today, I don't think I can safely work."

"I'm not in the best shape today, I think it would be best for me to take the day, so I can be physically/mentally fit for work."



Pre-start and toolbox meetings

Our pre-start meetings are part of how we communicate and manage risk as a team. They're an opportunity for us to solve problems openly, contribute ideas and provide feedback on how we can reduce risk.

Use your pre-start meetings to:

- identify what has changed or is about to change
- identify tasks that involve critical risk and critical controls that need to be in place before any work starts, restarts or changes are introduced
- discuss the identification of any 'reds' (any critical control that is not in place)
- discuss simultaneous operations, where we are working on multiple operations at once
- talk about any logistical or interface issues or risks affecting the shift
- check in and make sure everyone is feeling okay and is fit for work.



When should I stop the job?

Everyone at Prominent Hill should feel empowered to stop work if they see or feel like they're in an unsafe situation. We should also stop if we see an unsafe situation involving others. There are a variety of reasons why we might stop work, so it's important that you know how to respond when you feel something doesn't feel OK.

You should always stop work and inform your supervisor if:

- **you or your crew identify hazards**
Are there gaps in barricading? Did you spot something that might cause harm or injury?
- **the job isn't going as intended**
Have corners been cut which has affected getting the job done safely? There isn't the right tooling, equipment or material to get the job done safely? There aren't the resources or people to get the job done to plan.
- **you or your team are not fit for work**
Are you and your team showing signs of fatigue? Is someone in your crew not feeling well or under the influence of drugs or alcohol?
- **it doesn't feel or look right**
Are you experiencing behaviours that are making you feel uncomfortable such as bullying, racism, discrimination or sexual harassment?
- **someone else has a question**
Do you or your team feel unable to complete a task? Are you missing the right tools, understanding or people to get the job done?
- **conditions change**
Have the changes or conditions in your workplace been communicated? Do you have a new starter? Has SimOps been introduced?
- **the job can't be done**
The Job Hazard Analysis (JHA) hasn't been completed or Work Instruction (WI) hasn't been provided by your supervisor.



Three steps or I STOP

When performing tasks which involve critical risks, you should stop work immediately if you cannot answer these three questions:

1. What can kill me?
2. What critical controls are in place to protect me?
3. Are the critical controls in place and are they effective? If they're not, the job STOPS.

How can I stop the job?

Identifying a situation that is unsafe is the first step in keeping you and your workmates safe. It is important that you feel comfortable with how to take the next step – stopping the job. There are a few ways this can happen, from the most immediate response (saying something to your peer) to the most delayed (calling the Area or Job Owner). The key is to say something and not walk past an unsafe activity.



Give peer-to-peer feedback

Everyone makes mistakes and there could be many reasons why someone overlooks something. Mistakes can be deadly though, so a check-in with your peer could be all that you need to do to correct an unsafe action. You can do this by saying, “Hey mate, can you stop for a moment? I think there are some steps you have overlooked. Let me help.”. It should never feel like a confrontation!

Approach the supervisor

If you don't feel comfortable or are unsure how to make the situation safe, the next best thing is to let the supervisor know your concerns. This could also be necessary if your peer ignored you when you tried to provide peer-to-peer feedback. It is everyone's responsibility to stay safe and the supervisor will want to know if you feel unsafe.

Call the Area or Job Owner

If none of the other actions have worked, you still feel unsafe or you simply haven't been able to stop work any other way, you should call the Area or Job Owner. They have the ultimate accountability for the work being safe and looking after our people.



Remember: Safety is everyone's responsibility. So, if you see an unsafe situation, say something.

What do I report?

It is critical for everyone's safety that you report all incidents, near-misses and hazards. We value our blameless culture and reporting is the only way for us to learn what is happening that has – or could – result in an unsafe situation. It's not about shifting blame – it's about uncovering the 'why' behind how something happened, so we can make changes to improve things for everyone.

If you are not sure whether to report something, it is safest to follow up. Speak with your supervisor or a relevant health and safety representative (HSR) for advice.



What is a near-miss?

Have you ever been walking down a street, stubbed your toe on a crack in the footpath and nearly fallen over – but managed to catch your footing and stay upright? That is an example of a near-miss. It could have resulted in an injury (a serious one too), and you were lucky to avoid it.

Near-misses and hazards are a learning opportunity and a way for us to prevent future injuries or incidents from happening. They include everything that could have a harmful impact on our stakeholders – for example, a workplace environment that doesn't support mental and physical wellbeing, a colleague being unfit for work one day and a supervisor instructing them to leave the job site to look after themselves, or an accident you manage to avoid whilst driving around site. Just because the worst-case scenario didn't end up happening doesn't mean we don't need to know.



When do I report safety concerns?

We know in an emergency every moment matters. For safety concerns, this is also true! While it may not require the same level of urgency, we need to make sure that we assess any safety concerns under our risk management process and put in place appropriate controls as soon as practicable. This is the only way for us to make sure that you, and your teammates, stay safe on the job.

Pre-start meetings and toolbox meetings help make sure we are reporting incidents, near-misses and hazards.

You must immediately report all accidents, incidents, injuries, near-misses and hazards to your Area Supervisor.



How do I report safety concerns?

Reporting is easy! To report an issue, you can:

- let your supervisor or the Area or Job Owner know
- log the issue into INX InControl
- reach out to an HSR or the Health Safety and Environment department.

For more information on reporting incidents, speak to your supervisor.